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UNITED STATES CIVIL SERVICE COMMISSION

EXECUTIVE SEMINAR CENTER

2440 BANCROFT WAY, ROOM 301
BERKELEY, CALIFORNIA 94704

June 2, 1967

STATINTL

[Redacted]
Registrar, Office of Training
Central Intelligence Agency
Washington, D. C. 20505

STATINTL

Dear [Redacted]

Enclosed for your advance information is one copy each of the new brochure for the Berkeley and the Kings Point Executive Seminar Centers.

Under separate cover, we are sending you a supply (approximately three copies for each space purchase) of these brochures for your use. You need not furnish copies to your nominees attending either Center as we will continue to mail them a brochure as part of their advance information from us. Instead, I suggest you use your supply for distribution to others in your agency that you believe should receive them.

Please continue to make every effort to insure that nomination-registration forms (Optional Form 37) are sent on your nominees so that they are received at each Center as early as possible, but not later than four weeks in advance of a scheduled session.

Bill King and I want to express our thanks for your continued cooperation.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "J. Beck".

James R. Beck, Jr.
Director

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